

**199—7.16(17A,476) Subpoenas.****7.16(1) Issuance.**

*a.* An agency subpoena shall be issued to a party on request. The request shall be in writing and include the name, address, and telephone number of the requesting party. In the absence of good cause for permitting later action, a request for a subpoena must be received at least seven days before the scheduled hearing. The board will issue subpoenas only on paper, not through the electronic filing system.

*b.* Except to the extent otherwise provided by law, parties are responsible for service of their own subpoenas and payment of witness fees and mileage expenses. Subpoenas cannot be served electronically through the electronic filing system.

**7.16(2) Motion to quash or modify.** Upon motion, the board or presiding officer may quash or modify a subpoena for any lawful reason.